

***A Mobilization***  
**Information and Resources**  
***Guide***

**SECTION 1**  
**POLICY DOCUMENTS**

**PRESIDENTIAL DOCUMENTS**

**Executive Orders**

- [E.O. 13223 of September 14, 2001](#)  
*Ordering the Ready Reserve of the Armed Forces To Active Duty and Delegating Authorities to the Secretary of Defense and the Secretary of Transportation*
- [E.O. 13253 of January 16, 2002](#)  
*Amendment to Ordering the Ready Reserve of the Armed Forces To Active Duty and Delegating Authorities to the Secretary of Defense and the Secretary of Transportation*
- [E.O. 13239 of December 12, 2001](#)  
*Designation of Afghanistan and the Airspace Above as a Combat Zone*
- [E.O. 13289 of March 12, 2003](#)  
*Establishing the Global War on Terrorism Medals*
- [E.O. 13293 of March 28, 2003](#)  
*Establishing rules for the award of the National Defense Service Medal to Reserve Component Members*

[Presidential Proclamation 7463 of September 14, 2001](#)

*Declaration of National Emergency by Reason of Certain Terrorist Attacks*

**White House Memo — [Leave for Federal Civilian Employees](#)**

*Authorizes 5 days of leave of uncharged leave for returning activated military personnel*

# **SECRETARY OF DEFENSE/DEPUTY SECRETARY OF DEFENSE**

## **September 14, 2001**

*Partial Mobilization (World Trade Center and Pentagon Attacks) and Redelegation of Authority Under Title 10, United States Code, Section 123, 123a, 527, 12006, 12302, and 12305*

## **September 15, 2001** — **Authorities related to the Ready Reserve of the Coast Guard**

*Partial Mobilization (World Trade Center and Pentagon Attacks) and Redelegation of Authority Under Title 14, United States Code, Section 331, 359, and 367*

## **September 19, 2001** — **Suspended restrictions on E-8 and E-9 grade ceilings**

*Partial Mobilization (World Trade Center and Pentagon Attacks) and Redelegation of Authority Under Title 10, United States Code, Section 123, 123a, 527, 12006, 12305, 12011, and 12012*

## **September 28, 2001** — **Increased Air Force Ceiling**

*Partial Mobilization (World Trade Center and Pentagon Attacks) and Redelegation of Authority Under Title 10, United States Code, Section 123, 123a, 527, 12006, 12305, 12011, and 12012*

## **October 8, 2001**

*Suspension of Requirement of Statutory Requirement for Personnel Tempo (PERSTEMPO) Management*

## **October 13, 2001** — **Increased Army, Navy and Air Force Ceilings**

*Partial Mobilization (World Trade Center and Pentagon Attacks) and Redelegation of Authority Under Title 10, United States Code, Section 123, 123a, 527, 12006, 12305, 12011, and 12012*

## **November 9, 2001** — **Increased Air Force Ceiling**

*Partial Mobilization (World Trade Center and Pentagon Attacks) and Redelegation of Authority Under Title 10, United States Code, Section 123, 123a, 527, 12006, 12305, 12011, and 12012*

# **SECTION 2**

## **PERSONNEL POLICY**

### **UNDER SECRETARY OF DEFENSE (PERSONNEL & READINESS)**

**Personnel and Pay Policy Guidance** memo of September 20, 2001

*Mobilization/Demobilization Personnel and Pay Policy for Reserve Component Members Ordered to Active Duty in Response to the World Trade Center and Pentagon Attacks*

**Personnel and Pay Policy Guidance Revision** memo of October 30, 2001

*Change – Mobilization/Demobilization Personnel and Pay Policy for Reserve Component Members Ordered to Active Duty in Response to the World Trade Center and Pentagon Attacks*

**Personnel and Pay Policy Addendum** memo of July 19, 2002

*Provides additional guidance for proactively managing Reserve Component Members identified for mobilization and demobilization*

### **ASSISTANT SECRETARY OF DEFENSE (RESERVE AFFAIRS)**

**Employer Database** memo of November 6, 2001

*Capturing Data on Employers of Guard and Reserve Members*

**Family Healthcare** memo of November 7, 2001

*TRICARE Reserve Family Demonstration Project*

**Transition Healthcare** Benefit Notification Letter of July 18, 2002

*Provides information about recent expansion of transitional healthcare benefits for RC members who served in support of a contingency operation and their eligible family members*

**USERRA Limit Exemption** memo of September 20, 2001

*Reemployment Protections for Activated Reserve Component Members*

### **OFFICE OF PERSONNEL MANAGEMENT**

**OPM Compensation Policy Memorandum of September 14, 2001**

*Rights and Benefits of Reservists Called to Active Duty*

- **Attachment 1** (Updated June 2003)
- **Attachment 2**

# **DEPARTMENT OF VETERANS AFFAIRS**

[VA Federal Civilian Employees](#) — Information Guide for Their Mobilized Reservists

## **MISCELLANEOUS POLICY DOCUMENTS**

### **Awards/Medals**

#### **Armed Forces Reserve Medal**

- [Armed Forces Reserve Medal](#) — Frequently Asked Questions (FAQ)

#### **Global War on Terrorism Medals — Two new medals**

- [Executive Order](#)
- [News release](#) - DoD
- [News release](#) - AF
- [Global War on Terrorism Service Medal](#)
- [Global War on Terrorism Expeditionary Medal](#)

[National Defense Service Medal](#) — New eligibility rules for Guard and Reserve members

**Employer Information — [Register Your Employer](#): Guard and Reserve Employer Data**

#### **Key Employees — Screening the Ready Reserve**

- [DoD Directive 1200.7](#) – *Screening the Ready Reserve*
- [Mobilization Delays and Exemptions](#)

[Military Personnel Record Request](#) — for Military Veterans from the National Military Personnel Record Center

[Personnel policy](#) — Frequently Asked Questions (FAQ)

#### **Volunteer Strategy**

#### **Volunteers**

- Military Status – with or without pay
- Civic and Private Organization

## **SECTION 3**

# **PAY & BENEFITS**

### **PAY AND ALLOWANCES**

**Military Compensation** — Pay and Allowances, Retirement, Benefits, Tax Advantage, SBP, and TSP

#### **Pay and Benefits**

- Basic pay
- Special and Incentive Pays
- Medical and Dental Care
- Commissary, Exchange, MWR
- Life Insurance
- Leave
- Reemployment Rights

**Pay Table** — including BAS and Special and Incentive Pays

#### **Allowances:**

- BAH / BAH II
- CONUS COLA
- Overseas COLA
- Overseas Housing Allowance
- Dislocation Allowance

**Federal Employees' Group Life Insurance** and Service in a Combat Zone

**Free Mail**

## **Military Leave for Federal Civilian Employees**

**NEW** — Effective November 24, 2003, all employees who have been activated in support of the national emergency declared by the President are entitled to the 22 days of military leave under 5 U.S.C. 6323(b).

- **Military Leave** — FAQ
- Leave for **Returning Federal Civilian Employees**

## **SGLI for Service Members and Families**

- **Life Insurance Programs**
- **SGLI**
- **SGLI Family Coverage**
- **SGLI Handbook**

## **Tax Information**

- **Tax Consequences on Per Diem**
  - **Issue Paper**
  - Letter from the **Department of Treasury**
  - **IRS Publication 463**, *Travel, Entertainment, Gift, and Car Expenses*
  - **Section 134 of title 26**, United States Code—The Internal Revenue Code
- **Tax Exclusion** for Combat Zone Service
- **Tax Filing Delay**—Armed Force Tax Guide...IRS Publication 3
- **Tax Withholdings** — When Your Employer Continues to Pay All or Part of Your Civilian Salary — **NEW**
  - **Tax Rules** — FICA Withholding
  - IRS **Ruling 69-136**

## **Savings Deposit Program**

- **General overview** of the program
- Section 1035 of title 10, United States Code — **Deposits of Savings**
- DoD Financial Management Regulation — **Savings Deposit Program**
- **DFAS News Article** on the Savings Deposit Program

**Thrift Savings Plan — Military Participation in TSP**

- **TSP Benefits Booklet**
- **TSP Election Form**
- **TSP for Uniformed Services — Frequently Asked Questions (FAQ)**

**VA Benefits for Guard and Reserve Members**

**VA Benefits for Surviving Spouse**

# **SECTION 4**

## **HEALTHCARE & MEDICAL READINESS**

### **HEALTHCARE BENEFITS/TRICARE**

**DEERS** Enrollment — the key to healthcare access

- **DEERS enrollment** — FAQ

**TRICARE Prime and TRICARE Prime Remote** —  
Eligibility Rules for Families of Guard and Reserve Members

- **News release** on TRICARE Prime and TRICARE Prime Remote for RC Families

**TRICARE** — Everything you would like to know

**TRICARE** — The latest information about TRICARE

**TRICARE Handbook**

**TRICARE Benefits**

- **TRICARE Standard**
- **TRICARE Extra**
- **TRICARE Prime**
- **TRICARE Prime Remote (TPR)**
  - TPR for **National Guard and Reserve members** on active duty
  - TPR for **families of National Guard and Reserve members** on active duty
  - **TPR Eligibility**

## **TRICARE – Frequently Asked Questions (FAQ)**

- TRICARE [General Information](#) — FAQ
- TRICARE [Extra and Standard](#) — FAQ
- TRICARE [Prime](#) — FAQ
- TRICARE [Prime Remote](#) — FAQ

**TRICARE Demonstration Projects:** *For families of reservists called to duty as a result of the September 11<sup>th</sup> terrorist attacks*

- [Approval memorandum](#)
- Family demonstration project [Fact Sheet](#)

## **Temporary Reserve TRICARE Benefits**

- [Summary of Temporary Benefits](#)
- [Policy for Early Enrollment](#) in TRICARE

## **RC Healthcare [Benefits at a Glance](#)**

## **RC Healthcare [Benefits Brochure](#)**

## **Healthcare Options for Federal Civilian Employees—Federal Employee Health Benefit (FEHB)**

- DoD to Pay FEHB Premiums for DoD Federal Civilian Employees Called to Active Duty in Support of a Contingency Operation
  - [Civilian Personnel Policy](#) Memorandum of May 17, 2002
  - [Washington Headquarters Services](#) Memorandum of June 3, 2002

## **DENTAL BENEFITS**

### **TRICARE Dental Program (TDP)**

- [TDP Information](#)
- [United Concordia](#) — TDP Contractor
- [TDP Benefits Booklet](#)
- [Find a Dentist](#)
- [Dental benefits](#) — FAQ

## **DISABILITY**

[Incapacitation and Disability](#) — DoD Instruction

[Incapacitation and Disability](#) — FAQ

## **MEDICAL READINESS**

### **Pre Deployment Health Assessment**

- [DD Form 2795](#) — Pre Deployment Health Assessment

### **Post Deployment Health Assessment**

- [DD Form 2796](#) — Post Deployment Health Assessment
- [DD Form 2697](#) — Report of Medical Assessment

[Post Deployment Healthcare](#)

[Medical readiness](#) — FAQ

[Vaccine Healthcare Centers Network](#)

A collaboration between the Center for Disease Control and the Department of Defense (lead agency for DoD: Walter Reed Army Medical Center)

## **TRANSITION HEALTHCARE**

**Note:** For the period November 6, 2003 through December 31, 2004, the period of eligibility for transitional health care is 180 days, vice 60 or 120 days.

### **Transition Healthcare**

Transition Healthcare — **Fact Sheet**

**Certificate of Creditable Coverage** for healthcare

A certificate that your insurance company may require when you request reinstatement under your employer-sponsored or personal health insurance policy.

## **RETURNING HOME**

**Homecoming**—Assistance to ease the transition

- **Coping** with the stress of homecoming
- **Resilience** in time of war
- Tips for parents of **pre-school children**
- Tips for parents of **elementary school children**
- Tips for parents of **middle school children**
- Tips for parents of **teenagers**
- Resilience for **teens**
- Homecoming: **Resilience after wartime**

**Warning Signs of Violence**—Helping youth identify and cope with violence

## **VA HEALTHCARE**

### **VA Healthcare of Combat Veterans**

- [VA Directive](#)
- [News Release](#)
- [Combat Vet Information](#)
- [Frequently Asked Questions](#) and Answers

### **VA Study of War-Related Illnesses**

- [Home Page](#)
- [Broacher](#)

# **SECTION 5**

## **REEMPLOYMENT & STUDENTS**

### **REEMPLOYMENT**

#### **Reemployment Rights**

Uniformed Services Employment and Reemployment Rights Act (USERRA)

- Answers to [Employee and Employer Issues](#)
- [Army Legal Services](#) — Click on “Reserve Components”
- Army [Legal Services](#) also answers questions  
Just click on “Reserve Components” then USERRA FAQs
- [Department of Labor](#) Job Rights for Reservists — Fact Sheet
- [Employee Benefits](#) — Pension and Healthcare Coverage
- [Employment Law Guide](#) for Uniformed Service Members
- [Fact Sheet and Frequently Asked Questions](#) for Employers and Employees
- [Frequently Asked Questions](#)
- [NCESGR Ombudsman Services and the Law](#)
- [Non-Technical Resource Guide to USERRA](#) from the **Department of Labor**
- [The Law](#)
- [Tips for Employees and Commanders](#)
- [Tips for Employers](#)

# **STUDENTS**

## **Assistance for Student-Reservists**

- Information for [student-reservists](#)
- Assistance available through the [Servicemembers Opportunity Colleges](#)
- Department of Education Letter — [Loan Relief for Military Personnel Called to Active Duty](#)
- Department of Education — [Relief for Borrower of Student Loans](#)
- Department of Education — [Institutional Reporting Deadlines](#)
- Department of Education — Treatment of Student Loans for [Mobilized Reservists](#)
- Treatment of Student Loans — [Federal Register](#)
- [American Council on Education letter](#)
- [American Association of State Colleges and Universities letter](#) to Colleagues
- [Student Loan Fact Sheet](#)

## **SECTION 6**

# **LEGAL & FINANCIAL ASSISTANCE**

## **LEGAL ASSISTANCE**

### **Legal Services Information**

- An Army site, but the information applies to all service members and their families. Once in the site, just click on any of the topics listed below to find a wealth of information.

- ▶ **Consumer & Contract Matters:**
  - ▶ **Estate Planning:**
  - ▶ **Family Law Matters:**
  - ▶ **Housing & Real Estate:**
  - ▶ **Immigration:**
  - ▶ **Insurance:**
  - ▶ **Landlord & Tenant:**
  - ▶ **Military Matters:**
  - ▶ **Money Matters:**
  - ▶ **Reserve Components:**
  - ▶ **Servicemembers Civil Relief Act:**
  - ▶ **Tax:**
  - ▶ **Veterans:**
  - ▶ **Voting:**
  - ▶ **Miscellaneous:**
- 

**Vote** – 2004 Election

## **FINANCIAL ASSISTANCE**

**Financial Guide** — Army National Guard Guide for Mobilized Soldiers

**Financial Aid**

## **Assistance for Small Business Owners**

- [Small Business Administration](#) (SBA) Disaster Assistance
- [Military Reservist Economic Injury Loans](#) from the SBA
- Senator Kerry's letter to [Small Business Owners](#)

## **Servicemembers Civil Relief Act (SCRA) — New**

(Formerly the Soldiers' and Sailor's Civil Relief Act (SSCRA))

- [Army Legal Services](#) — Click on “Servicemembers' Civil Relief Act”
- [Public Law 108-189](#) — Servicemembers Civil Relief Act
- [SCRA](#)
- [SCRA](#) Information Paper
- [SSCRA-SCRA Crosswalk](#)
- [SCRA News Article](#)

## **[School Lunch Program](#)**

## **[Child Support](#) Information by State**

# **SECTION 7**

## **FAMILY READINESS**

### **FAMILY READINESS**

[Child Support](#) — Information from Various States

[Deployment Information](#) —Members, Spouse & Children, Families & Friends

[Family Readiness Brochure](#)

[Family Support Toolkit](#)

- [Budget & Financial Management](#)
- [Child care](#)
- [Communication](#)
- [Elder care](#)
- [Emergency Information Worksheet](#)
- [Estates Planning/Wills](#)
- [Family Readiness Checklist](#)
- [Family care plan](#)
- [Health Care/DEERS enrollment](#)
- [Important documents](#)
- [Legal Affairs](#)
- [Pay and Benefits](#)
- [Power of Attorney](#)
- [Pre-deployment Check List](#)

## **[Guide to Reserve Family Benefits](#)**

## **[Help Guide to Guard & Reserve Family Readiness](#)**

### **[Homecoming](#)—Assistance to ease the transition**

- **[Resilience](#) Guide**
- **[Tips](#) for building resilience**
- **Tips for parents of [pre-school children](#)**
- **Tips for parents of [elementary school children](#)**
- **Tips for parents of [middle school children](#)**
- **Tips for parents of [high schoolers](#)**
- **The journey of [resilience](#)**
- **[Resilience in time of war](#)**

### **Military Departments Family Readiness Information**

- **ARMY — [Army Families Online](#)**
- **NAVY / MARINE CORPS — [LifeLines](#)**
- **AIR FORCE — [Crossroads](#)**
- **[1-800](#) Contact Numbers**

### **[Support for the member and family](#) — Frequently Asked Questions (FAQ)**

### **[Warning Signs of Violence](#)—Helping youth identify and cope with violence**

## **SECTION 8**

# **DEMOBILIZATION & TRANSITION BENEFITS**

## **DEMOBILIZATION**

### **Personnel Policy Guidance**

Personnel and Pay [Policy Addendum](#) memo of July 19, 2002

*Provides additional guidance for proactively managing Reserve Component Members identified for mobilization and demobilization*

## **TRANSITION ASSISTANCE**

### **Homecoming**—Assistance to ease the transition

- [Coping](#) with the stress of homecoming
- [Resilience](#) in time of war
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- Tips for parents of [teenagers](#)
- Resilience for [teens](#)
- Homecoming: [Resilience after wartime](#)

### **Leave Options**

Leave for [Returning Federal Civilian Employees](#)

## **Federal Employment Information**

- Office of Personnel Management [Federal Job Search](#)
- Office of Personnel Management [Veterans Information](#)
- Office of Personnel Management [VetGuide](#)  
*Provides detailed information about the special rights and privileges that veterans enjoy in Federal civil service employment.*
- Office of Personnel Management [VetInfo Guide](#)  
*Provides general information about Federal civil service employment for veterans.*

## **Transition Assistance Program**

- DoD Transition Assistance Program [Portal](#)
- Preseparation [Guide](#)

## **Unemployment Insurance**

- [General Facts](#)
- About [Unemployment Insurance](#)
- Unemployment Compensation for [Service Members](#)
- Find Your [State](#)

[Warning Signs of Violence](#)—Helping youth identify and cope with violence

# **REEMPLOYMENT**

## **Return to Civilian Employment**

### **Reemployment Rights**

Uniformed Services Employment and Reemployment Rights Act (USERRA)

- [USERRA Limit Exemption](#) memo of September 20, 2001  
*Reemployment Protections for Activated Reserve Component Members*
- [The Law](#)
- [Employment Law Guide](#) for Uniformed Service Members

- [Department of Labor](#) Job Rights for Reservists — Fact Sheet
- [Employee Benefits](#) — Pension and Healthcare Coverage
- [Fact Sheet and Frequently Asked Questions](#) for Employers and Employees
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- [Student Loan Fact Sheet](#)

## **SMALL BUSINESS OWNERS**

### Assistance for Small Business Owners

- [Military Reservist Economic Injury Loans](#) from the SBA
- Senator Kerry's letter to [Small Business Owners](#)
- [Small Business Administration](#) (SBA) Disaster Assistance

## **HEALTHCARE**

### [Certificate of Creditable Coverage](#) for healthcare

A certificate that your insurance company may require when you request reinstatement under your employer-sponsored or personal health insurance policy.

### Post Deployment Health Assessment

- [DD Form 2796](#) — Post Deployment Health Assessment
- [DD Form 2697](#) — Report of Medical Assessment

### [Post Deployment Health Care](#)

### Transitional Healthcare

**Note:** For the period November 6, 2003 through December 31, 2004, the period of eligibility for transitional healthcare is 180 days, vice 60 or 120 days.

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- [News Release](#)
- [Combat Vet Information](#)
- [Frequently Asked Questions](#) and Answers

### **VA Study of War-Related Illnesses**

- [Home Page](#)
- [Broacher](#)

### **VA Environmental Agents Service**

## **VA BENEFITS**

### **Federal Benefits for Veterans and Dependents**

Benefits for [Veterans of Enduring Freedom/Iraqi Freedom](#)  
and Other Theaters of Operation

### **VA Benefits For Guard and Reserve Members**

VA Benefits [Timetable](#)

[VA Benefits](#) for Surviving Spouse

VA Benefits — [Afghanistan Veterans](#)

VA Benefits — [Iraqi Veterans](#)

VA [Compensation and Pension Benefits](#)

## **SECTION 9**

# **USEFUL LINKS**

[Department of Defense](#)

[Military Services](#)

[Assistance from Service and Other Organizations](#)

[Reserve Components](#)

[Other Federal Government Links](#)

[Calculate Benefits](#)

[Reserve Associations](#)

[Vote – 2004 Election](#)